

**UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
NATIONAL SCIENCE AND TECHNOLOGY CENTER  
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December 11, 2002

In Reply Refer To:  
4700 (ST-134)P

EMS Transmission  
Information Bulletin No. ST-2003-020

To: All Field Officials

From: Director, National Science and Technology Center

Subject: Incorporation of Updated Office Codes in Wild Horse and Burro (HB) System  
DD: 12/31/02

The National Science and Technology Center (NSTC) has been working for several months to get new 5-character office codes incorporated into the HB system, so that easier crosswalks will be possible between the HB system and budget-related systems. The first step is to begin using the new office codes in our data entry, so that reportable units are associated with current office structure codes. The module to read this information into the Management Information System (MIS), the Collections and Billing System (CBS), and other budget systems will follow.

Attached is a proposed set of office codes. The codes for established offices are taken directly from the list maintained by the National Business Center. We have added codes for HB facilities, which are not typically shown in the budget systems. We have also shown codes for offices and facilities that once existed but do not currently exist because units associated with those locations (for example, Bloomfield Maintenance Facility, AA52 to WOF52) must be maintained. We can, however, keep codes from closed facilities and offices from appearing on data entry pick lists, so that new units of accomplishment cannot be entered for them.

We anticipate that herd area codes, which are currently 5 characters long, will need to be expanded to 6 characters to allow the current practice of appending "f" for animals born in facilities and "z" for animals captured outside of established herd areas.

The way we envision this working is that the codes and office descriptions will serve both as indicators of physical location (of animals) and as organizational units where work is assigned and units accomplished. In cases where several organizational units are assigned work and budget (such as divisions within a State Office), the crosswalk that is eventually built between

our system and budget-related systems could make the translations by aggregating or distributing the units as necessary. For example, Idaho's Upper Snake River District (ID070) is not shown in the attached table, but units associated with that office could be aggregated from its subordinate offices (ID074 through ID077 in our proposed table).

Existing data in the HB system will have to be brought into line with the new codes as well. For most new office codes, a previous office code exists and is shown in the far right column of the attached table. In these cases, past units of accomplishment will be reassigned the new code (for example, the designation for Royal Gorge Field Office in Colorado will be changed from CO05 to CO200). In cases where offices in the new list do not have one-to-one counterparts in the old list, units will be moved to the most closely associated office. For example, units previously associated with Susanville Field Office in California (CA02) would be moved to Eagle Lake Field Office (CA350) and would not be split among the new office codes of Redding (CA360), Surprise (CA370), Arcata (330), Clear Lake (340), or Alturas (CA320).

Please review the attached table with your budget contacts, taking care to evaluate both the new layout and the proposed transfer of past accomplishments from previous office codes to the new. We are especially interested in knowing if any current offices have been overlooked, whether any of the new codes shown are not needed, if any of the new codes should be excluded from future data entry, or if any of the proposed crosswalks between previous codes and new codes need to be adjusted.

Please provide comments by December 31, 2002, so that the new codes can be implemented in January 2003. Please direct comments or questions to the HB user representative, Dick Stark, by responding to this email or by calling at (303) 236-0157.

Signed by:  
Lee Barkow  
Director

Authenticated by:  
Vida Jenkins  
Staff Assistant

1 Attachment  
1- Office Codes (4 pp)

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